

**Deans Council Minutes**  
**September 16, 2013**  
**1:30 PM**  
**611 Allen**

Members Present: Jerry Gilbert (chair), Richard Blackbourn, Steve Brown, Lori Bruce, Tim Chamblee, Frances Coleman, Lisa Holloway (for John Dickerson), Greg Dunaway, Randy Follett, Kent Hoblet, Julia Hodges, George Hopper, Brandon Jolly (for Joan Lucas), Masoud Rais-Rohani (for Achille Messac), Sharon Oswald, Mike Rackley, Peter Ryan, Shelby Sims, Chris Snyder, Beth Miller (for Jim West).

Others Present: Diane Alexander, Teresa Gammill, Judy Spencer, Steve Taylor, Scott Wetherbee, Sandy Williamson.

Minutes Taken By: Martha Thomas.

1. Upon a motion by Jim West and second by Frances Coleman, the minutes of the August 19, 2013, meeting were approved unanimously with the following correction:
  - a. Revising item 4v to: "... The college is also working on one-time rewards to incentivize increased scholarly performance."
2. Announcements:
  - a. Jerry Gilbert announced that there would be a memorial service for Becky Toghiani on September 24 at 11:30 AM in the Chapel of Memories.
  - b. Dr. Gilbert discussed progress on the QEP.
  - c. Dr. Gilbert discussed recent edits to the university P&T guidelines and the need to revise college and department P&T documents in accordance with the edits to the university document. Dr. Gilbert stated that some individuals have expressed a desire to have the college P&T guidelines edited before the department P&T guidelines are edited. Dr. Gilbert stated that the Academic Department Heads Executive Committee has discussed hosting a workshop during the fall to discuss the P&T changes.
  - d. Dr. Gilbert discussed areas of the university P&T guidelines that may not be as clear as were intended.
  - e. Dr. Gilbert stated that in Faculty Senate on September 13, several faculty members indicated that they were not aware of the Ethics Line service. Dr. Gilbert encouraged deans to inform their department heads and faculty of this service that offers an anonymous means of reporting potentially unethical behavior.
3. Stadium P.A. Testing:
  - a. Dr. Gilbert introduced Scott Wetherbee, Senior Associate Athletic Director for External Affairs.
  - b. Mr. Wetherbee apologized that this item was needed to be included on the agenda and stated that he was not aware of the need to inform colleges of the testing of the stadium P.A. system. He stated that he would do a better job of notifying colleges, through the Provost's Office, in the future.
  - c. Dr. Gilbert thanked Mr. Wetherbee for Athletics' quick response once they were notified of the disturbance of a recent system test.
4. Relocation Expenses for New Faculty:

- a. Dr. Gilbert stated that he invited Judy Spencer to discuss relocation expenses for new faculty and that nothing has changed but that he believed there to be a need for clarification on certain issues.
  - b. Ms. Spencer stated that when the Legislature approved the universities being allowed to pay interview expenses, they did not include relocation costs. According to General Counsel, if you are not authorized to pay relocation expenses, you cannot do so.
  - c. Ms. Spencer distributed a copy of the guidelines for reimbursing relocation costs for new employees. These guidelines were prepared by a committee consisting of Dr. Gilbert, Don Zant, Don Buffum, Lesia Ervin, Joan Lucas, and Judy Spencer. Ms. Spencer stated that the committee sought insight from John Tomlinson as to whether the law could be changed; however, the idea was not supported.
  - d. Ms. Spencer discussed recent issues with reimbursing requested expenses. Ms. Spencer acknowledged that the restrictions may be difficult especially when hiring someone from the private sector.
  - e. There was discussion about the potential to utilize unrestricted Foundation funds if they were available for this purpose.
  - f. There was discussion about house hunting be disallowed under the guidelines.
  - g. Greg Dunaway asked what the standard was across the colleges as to the amount of start-up allocated for relocation expenses. Dr. Gilbert stated that he believes a former dean may have set an amount to be used for relocation expenses but that this was not a university-wide policy. Sandy Williamson stated that ORED does not view relocation expenses as part of the start-up package and that any relocation expenses included in the start-up package would have to be paid for from the college or department portion of the package.
  - h. Diane Alexander asked whether a non-contractual staff member could have his/her relocation expenses reimbursed. Ms. Spencer answered that he/she could not.
  - i. Brandon Jolly stated that he believed that universities were the only state entity allowed to pay for any relocation expenses.
  - j. Ms. Spencer asked that any questions about relocation expenses for new contractual employees be directed to Human Resources Management or the Office of the Provost and Executive Vice President.
5. AOP XX.XX – Distance Education:
- a. Peter Ryan stated that this AOP was previously an OP and that it was rewritten when AOCE was reorganized. He thanked Steve Taylor and his office for their work on the many iterations of the AOP.
  - b. **There was a motion by Dr. Ryan to approve the AOP was presented. Sharon Oswald seconded the motion.**
    - i. Discussion:
      1. Tim Chamblee pointed out a contradictory statement defining distance education under “Policy/Procedure.” There was discussion about possible edits.
      2. Lori Bruce asked for a clarified definition on what is considered a course. There was discussion on the difference between “class” and “course.” Julia Hodges stated that UCCC may need to be consulted.

3. George Hopper discussed distance courses being taught on-load versus overload.
  4. There was discussion about campus 1 classes that are taught online and whether they would be classified as distance education under the AOP. Dr. Hodges discussed the need for an exception process for these types of classes so that campus 1 students who do not have a face-to-face option are not charged distance tuition.
  5. Steve Brown recommended changing “and” to “or” in the fifth bullet in item 4.
  6. Dr. Hopper recommended editing the last sentence of the AOP to: “Funds for summer compensation for distance instruction must be exclusively derived from distance education funds.”
  7. Dr. Hopper discussed the University of Florida’s move towards having all of their baccalaureate degrees offered via distance learning effective January 2014.
    - ii. Dr. Dunaway motioned that the original motion be tabled. Chris Snyder seconded the motion. The motion was approved unanimously.
6. Other Items:
- a. Ms. Spencer discussed the availability of retirement education services through HRM.